

**Paul Culley Elementary School Community Partnership
Assignments and Timetable
September 2007**

✓	ACTIVITY	TIMETABLE	STAFF
✓	Meet with partners to establish the Paul Culley after school program and community partnership (Neighborhood Services, Leisure Services, MGM/Mirage, Ward 5 Council office) Identified start day for October 9, 2007	8/23/07	Neighborhood Services
✓	Paul Culley site visit by Leisure Services staff	8/23/07	Cathy W.
✓	Coordinate program concept	8/30/07	Leisure Services Staff
✓	Complete budget and program schedule	9/10/07	Leisure Services Staff
✓	Contact program vendors for Paul Culley activities	9/13/07	Leisure Services Staff
✓	Complete staff training for specialized program at Paul Culley	9/15/07	Leisure Services Staff
✓	Create and design program flyer	9/17/07	Leisure Services Staff
✓	Leisure Services program staff toured Paul Culley, and met administration/support staff	9/20/07	Leisure Services Staff
✓	School administration assigned room, and approved program schedule	9/21/07	Paul Culley Admin./Leisure Services Staff
✓	Approval of flyer concept by Paul Culley Administration	9/21/07	Leisure Services Staff
✓	Approval of flyer by Leisure Services and Neighborhood Services management staff	9/28/07	Leisure Services Staff
✓	Partner Logos sent to Leisure Services	9/28/07	Leisure Services Staff
✓	Adjusted start date	October 16, 2007	
	Meet with MGM/Mirage to finalize program budget responsibilities	No Later than September 27, 2007	Bill Tyler Elgin Williams Harry Williams
	Distribute program flyers to the school	10/1/07	Leisure Services Staff
	Order material and supplies for Paul Culley activities	ASAP	Leisure Services Staff/MGM based on budget agreement
	Paul Culley After-School Program Begin	10/16/07	Leisure Services Staff

Paul Culley after school program will be held three days a week Tuesday, Wednesday, and Thursday from 3:00 – 6:00 pm. Programs will start by 3:30 and end at 5:30 allowing for preparation and clean-up time during the three hour time block.